



INSTRUCTIONS FOR X-RAY REGISTRATION

In accordance with the **Radiation Control Act, Chapter 31-13 of the Official Code of Georgia Annotated**, and the **Rules and Regulations for X-Ray, Chapter 111-8-90**, users of radiation machines are required to be registered with the Department **prior to the operation of X-ray equipment in Georgia**. Entities seeking to register are required to submit an X-ray application, affidavit, picture identification and a shielding design for each room with permanently installed X-ray equipment. Medical facilities seeking to register bone densitometers do not need to submit a shielding plan for that room. **Most non-medical/industrial facilities (with the exception of enclosed room installations) do not require a shielding plan.**

Once the correct registration documents have been submitted online and the equipment installed **the Facility will need to schedule the initial inspection**. The Department may be able to schedule the onsite initial inspection of X-ray facilities other than fluoroscopy and accelerators; but scheduling may require a wait. If you wish to operate the X-ray equipment sooner, you may opt to have an individual qualified at § 111-8-90-.02(1) (d) and .02(4) **to perform the initial inspection at your own expense**. If you choose to schedule the inspection with a Qualified Expert, please upload a copy of the inspection.

If a Registered Facility changes name, ownership or location they will be required to submit an application for initial registration. While registration is not transferable a previous shielding design for an existing facility may be submitted for the current facility's registration purposes, provided the x-ray room is the same configuration and structure as before and the equipment use is within previous specified conditions. Please document this when the shielding design is submitted.

Be advised: Failure to register your X-ray machines in accordance with the regulations will cause you to be subject to civil money penalties not to exceed \$1,000 or denial of registration or both.

Questions may be addressed by calling 404-657-5400.

Georgia X-ray Registration

Please review the initial check list (below) prior to initiating the online application.

State of Georgia Initial X-Ray Registration/ Change of Ownership Checklist

- _____ Affidavit
- _____ Picture id for individual signing the application
- _____ Online payment method
- _____ Shielding Design

*This is for initial registration medical installations except for bone densitometers.

*An already registered facility that reconstructs or substantially changes the construction layout, materials and surrounding areas to the shared x-ray room walls.

*A medical facility that adds a new room/trailer, or mobile unit in a van adjacent to facility.

*When there is a change of DBA name, Ownership or location this is considered a new registration and the business would need to resubmit and/ or create/submit shielding design (Medical and enclosed rooms where x-ray is used

*Non- medical/industrial applications are not required to submit a shielding plan unless they have an enclosed room where x-ray equipment is located.

_____ Initial survey of the equipment if performed by a qualified expert (as designated in our rules and regulations). **List available upon request.**

Any changes to the above registration information require that Registrant report the changes to this Department.

Registration of a State X-Ray user/business is based on the facility being in compliance with the Rules and Regulations for X-rays Chapter 111-8-90. They can be found by following the directions below.

1. Go to the Georgia Department of Community Health Website (<https://dch.georgia.gov>)
2. Select Divisions and Offices
3. Select Healthcare Facility Regulation
4. Scroll down to HFR Rules and Regulations
5. Select X-ray Rules and Regulation

Please call the Office at 404-657-5700 if you have questions.

INSTRUCTIONS FOR COMPLETING AFFIDAVIT REQUIRED TO BECOME LICENSED

In order to obtain a license from the Department of Community Health to operate your business, Georgia law requires every applicant to complete an affidavit (sworn written statement) before a Notary Public that establishes that you are lawfully present in the United States of America. This affidavit is a material part of your application and must be completed truthfully. Your application for licensure may be denied or your license may be revoked by the Department if it determines that you have made a material misstatement of fact in connection with your application to become licensed. If a corporation will be serving as the governing body of the licensed business, the individual who signs the application on behalf of the corporation is required to complete the affidavit. Please follow the instructions listed below.

1. Review the list of Secure and Verifiable Documents under O.C.G.A. §50-36-2 which follows these instructions. This list contains a number of identification sources to choose from that are considered secure and verifiable that you can use to establish your identity, such as a U.S. driver's license or a U.S. passport. Locate one original document on the list to bring to the Notary Public to establish your identity.
2. Print out the affidavit. (If you do not have access to a printer, you can go to your local library or an office supply store to print out the document for a small fee.)
3. Fill in the blanks on the Affidavit above the signature line only—**BUT DO NOT SIGN THE AFFIDAVIT at this time.** (You will sign the affidavit in front of the Notary Public.) Fill in the name of the secure and verifiable document (for example, Georgia driver's license, U.S. passport) that you will be presenting to the Notary Public as proof of your identity. **CAUTION: Put your initials in front of only ONE of the choices listed on the affidavit and described here below:**
 - Option 1) is to be initialed by you if you are a United States citizen; or
 - Option 2) is to be initialed by you if you are a legal permanent resident of the United States. You are not a U.S. citizen but you have a green card; or
 - Option 3) is to be initialed by you if you are a qualified alien or non-immigrant (but not a U.S. citizen or a legal permanent resident) with an alien number issued by the Department of Homeland Security or other federal immigration agency. Fill in the alien number, as well.
4. Find a Notary Public in your area. Check the yellow pages, the internet or with a local business, such as a bank.
5. Bring your affidavit and the identification you selected (from the list of Secure and Verifiable Documents) to appear before the Notary Public.

- 6. Show the Notary Public your secure and verifiable identification (anything on List that follows these instructions) and state under oath in the presence of the Notary Public that you are who you say you are and that you are in the United States lawfully. Then sign your name.**
- 7. Make certain that the Notary Public signs and dates the affidavit and puts when the notary commission expires.**
- 8. Make a copy of the affidavit and the identification that you presented to the Notary Public for your own records.**
- 9. Attach the ORIGINAL SIGNED AFFIDAVIT and a copy of the identification you presented to your application for licensure.**

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G. A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
[http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/Tribal Directory/ind/ex.htm](http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/ind/ex.htm)
[O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]



Brian P. Kemp, Governor

Frank W. Berry, Commissioner

2 Peachtree Street, NW | Atlanta, GA 30303-3159 | 404-656-4507 | www.dch.georgia.gov

X-Ray Registration Identification Information

All applications for state licensure and registration submitted after March 1, 2006 will require a notarized personal identification affidavit (attached). As a part of the X-Ray Registration process, **the Office needs a copy of the driver's license or passport for the individual signing the application** form for registration. Be aware that an application form, affidavit and picture id need to be for the same person. This person should be the RSO (radiation safety officer), licensed practitioner, owner or administrator of the business/facility. Thank you.

Any questions concerning this requirement may be addressed by calling this Office at 404-657-5700.

INSTRUCTIONS FOR COMPLETING SHIELDING DESIGN SPECIFICATIONS

Before Starting the Specification form Look at Sample Drawing

- (1) Prepare a scale drawing of your x-ray suite. Be sure to indicate locations of all doors and windows, operator's area; and darkroom, including film storage (if used).
- (2) Label all barriers alphabetically starting in the upper left corner of the room
- (3) Indicate the use of the adjacent area outside of the barrier.
- (4) The travel and traverse limits of the x-ray tube should be indicated, if applicable. Travel is defined as the long dimension of movement and traverse as the short dimension.

Complete the Shielding Design Specification Form(s):

- (1) Complete applicant and facility information on the top portion of the form. Use one form for each room or x-ray machine.
- (2) Indicated the use of the machine (s). This would be the type of examination or treatment performed using the machine.
- (3) Design workload. State either the milliamp-minutes per week at 100 kVp or estimate the number of exposures that will be made during an average one week period.
- (4) Indicated maximum exposure time, kVp setting, and maximum milliamp setting anticipated under usual operating techniques.
- (5) Column 1. Barrier Designation: Fill in the barrier designations from you scale drawing.
- (6) Column 2. Distance from X-ray tube to barrier.
- (7) Column 3. Primary or secondary barrier.

Indicate whether the barrier is a primary of secondary radiation barrier. A primary barrier is defined as a barrier toward which the x-ray beam could be directed. All other barriers are secondary barriers.

(8) Column 4. Identify use of adjacent area outside this barrier.

(9) Column 5. Controlled or Non-controlled Area.

The areas outside the x-ray room are either controlled access areas or non-controlled access areas. A controlled area in which the exposure of persons to radiation is under the supervision of the radiation protection supervisor or licensed practitioner. This implies that the controlled area is one that requires control of access, occupancy and working conditions for radiation protection purposes. Any space not meeting this definition of a controlled area is a non-controlled area.

(10) Column 6. Construction material and thickness.

In order for the Department staff to evaluate your shielding design, the construction materials and thicknesses of these materials at each barrier must be known. Be sure to include windows and doors.

As an example - for wall AB in our sample x-ray room there are two sheets of dry wall, each 1/2 to 5/8 inches thick. (Do not include studs and spaces between)

In another example, the floor area which is located over a storage room is 2.5 inches of 147 pound concrete.

The addition of lead or other materials to reduce radiation exposure below regulatory requirements is to be indicated here. The amount of lead or lead equivalent material required can be calculated using NCRP 147 or contacting a qualified individual.

